

DD/I (Admin)

30 December 1955

ATTENTION:

25X1

Deputy Assistant Director, OBI

Employee Suggestion Number 1387

1. OBI receives only two copies of each published NIS, and both copies are retained. One is filed under the NIS Area number, and the other in a separate file under chapter or section number. All published NIS are logged in as received, none are returned to Records Center, and all published NIS are immediately available to OBI personnel under a sign-out system for any element removed from the file for temporary use. OBI has, therefore, a complete internal control of all NIS it receives, and utilization of NIS Control Record Form No. 244 in this office would serve no useful purpose. In fact, it would only result in unnecessary additional work, and increased operating costs.

2. It appears to OBI that the usefulness of Form No. 244 depends entirely on the existing internal controls system of the office concerned, and it may well be that some other offices could utilize the form profitably as FBIS has done. However, as pointed out by OCR, the form does not appear to lend itself to use of recipients of a large number of copies of the same chapter or section, some of which might be retained, and some returned to the Records Center. OBI concurs in the views expressed by OCD that the form could not be put to practical use by offices in this category unless provision is made for a breakdown record to show disposition of each copy received.

R. H. BOBERG

DOCUMENT NO.

NO. CHANGED

X DELETED

X CLASSIFIED

NEXT REVIEW

AUTHORITY

DATE

25 YEAR
RE-REVIEW